

## Section 4. Transmission

5-400. **General.** Classified material shall be transmitted outside the contractor's facility in a manner that prevents loss or unauthorized access.

### 5-401. Preparation and Receipting.

- a. Classified information to be transmitted outside of a facility shall be enclosed in opaque inner and outer covers. The inner cover shall be a sealed wrapper or envelope plainly marked with the assigned classification and addresses of both sender and addressee. The outer cover shall be sealed and addressed with no identification of the classification of its contents. A receipt shall be attached to or enclosed in the inner cover, except that CONFIDENTIAL information shall require a receipt only if the sender deems it necessary. The receipt shall identify the sender, the addressee and the document, but shall contain no classified information. It shall be signed by the recipient, returned to the sender, and retained for 2 years.
- b. A suspense system will be established to track transmitted documents until a signed copy of the receipt is returned.
- c. When the material is of a size, weight, or nature that precludes the use of envelopes, the materials used for packaging shall be of such strength and durability to ensure the necessary protection while the material is in transit.

**5-402. TOP SECRET Transmission Outside a Facility.** Written authorization of the GCA is required to transmit TOP SECRET information outside of the facility. TOP SECRET material may be transmitted by the following methods within and directly between the U. S., Puerto Rico, or a U.S. possession or trust territory.

- a. The Defense Courier Service (DCS), if authorized by the GCA.
- b. A designated courier or escort cleared for access to TOP SECRET information.
- c. By electrical means over CSA approved secured communications security circuits provided such transmission conforms with this Manual, the telecommunications security provisions of the contract, or as otherwise authorized by the GCA.

### 5-403. SECRET Transmission Outside a Facility.

SECRET material may be transmitted by one of the following methods within and directly between the U.S., Puerto Rico, or a U.S. possession or trust territory:

- a. By the methods established for TOP SECRET.
- b. U.S. Postal Service Express Mail and U.S. Postal Service Registered Mail. **NOTE:** The "Waiver of Signature and Indemnity" block on the U.S. Postal Service Express Mail Label 11-B may not be executed and the use of external (street side) express mail collection boxes is prohibited.
- c. A cleared "Commercial Carrier."
- d. A cleared commercial messenger service engaged in the intracity/local area delivery (same day delivery only) of classified material.
- e. A commercial delivery company, approved by the CSA, that provides nation wide, overnight service with computer tracing and reporting features. Such companies need not be security cleared.
- f. Other methods as directed, in writing, by the GCA.

**5-404. CONFIDENTIAL Transmission Outside a Facility.** CONFIDENTIAL material shall be transmitted by the methods established for SECRET material or by U.S. Postal Service Certified Mail.

**5-405. Transmission Outside the U.S., Puerto Rico, or a U.S. Possession or Trust Territory.** Classified material may be transmitted to a U.S. Government activity outside the U. S., Puerto Rico, or a U.S. possession or trust territory only under the provisions of a classified contract or with the written authorization of the GCA.

- a. TOP SECRET may be transmitted by the Defense Courier Service, Department of State Courier System, or a courier service authorized by the GCA.
- b. SECRET and CONFIDENTIAL may be transmitted by: (1) Registered mail through U.S. Army, Navy, or Air Force postal facilities; (2) By an appropriately cleared contractor employee; (3) By a U.S. civil service employee or military person, who has been designated by the GCA; (4) By U.S. and Canadian

registered mail with registered mail receipt to and from Canada and via a U.S. or a Canadian government activity; or (5) As authorized by the GCA.

5-406. **Addressing Classified Material.** Mail or shipments containing classified material shall be addressed to the Commander or approved classified mailing address of a federal activity or to a cleared contractor using the name and classified mailing address of the facility. An individual's name shall not appear on the outer cover. This does not prevent the use of office code letters, numbers, or phrases in an attention line to aid in internal routing.

- a. When it is necessary to direct SECRET or CONFIDENTIAL material to the attention of a particular individual, other than as prescribed below, the identity of the intended recipient shall be indicated on an attention line placed in the letter of transmittal or on the inner container or wrapper.
- b. When addressing SECRET or CONFIDENTIAL material to an individual operating as an independent consultant, or to any facility at which only one employee is assigned, the outer container shall specify:

“TO BE OPENED BY ADDRESSEE ONLY” and be annotated: “POSTMASTER—DO NOT FORWARD. IF UNDELIVERABLE TO ADDRESSEE, RETURN TO SENDER.”

5-407. **Transmission Within a Facility.** Classified material may be transmitted within a facility without single or double-wrapping provided adequate measures are taken to protect the material against unauthorized disclosure.

5-408. **SECRET Transmission by Commercial Carrier.** SECRET material may be shipped by a commercial carrier that has been approved by the CSA to transport SECRET shipments. Commercial carriers may be used only within and between the 48 contiguous States and the District of Columbia or wholly within Alaska, Hawaii, Puerto Rico, or a U.S. possession or trust territory. when the services of a commercial carrier are required, the contractor, as consignor, shall be responsible for the following.

- a. The material shall be prepared for transmission to afford additional protection against pilferage, theft, and compromise as follows.

- (1) The material shall be shipped in hardened containers unless specifically authorized otherwise by the contracting agency.

- (2) Carrier equipment shall be sealed by the contractor or a representative of the carrier, when there is a full carload, a full truckload, exclusive use of the vehicle, or a closed and locked compartment of the carrier's equipment is used. The seals shall be numbered and the numbers indicated on all copies of the bill of lading (BL). When seals are used, the BL shall be annotated substantially as follows:

DO NOT BREAK SEALS EXCEPT IN CASE OF EMERGENCY OR UPON PRIOR AUTHORITY OF THE CONSIGNOR OR CONSIGNEE. IF FOUND BROKEN OR IF BROKEN FOR EMERGENCY REASONS, APPLY CARRIER'S SEALS AS SOON AS POSSIBLE AND IMMEDIATELY NOTIFY BOTH THE CONSIGNOR AND THE CONSIGNEE.

- (3) For DoD contractors the notation “Protective Security Service Required” shall be reflected on all copies of the BL. The BL will be maintained in a suspense file to follow-up on overdue or delayed shipments.

- b. The contractor shall utilize a qualified carrier selected by the U.S. Government that will provide a single-line service from point of origin to destination, when such service is available, or by such transshipping procedures as may be specified by the U.S. Government.
- c. The contractor shall request routing instructions, including designation of a qualified carrier, from the GCA or designated representative (normally the government transportation officer). The request shall specify that the routing instructions are required for the shipment of SECRET material and include the point of origin and point of destination.
- d. The contractor shall notify the consignee (including U.S. Government transshipping activity) of the nature of the shipment, the means of the shipment, numbers of the seals, if used, and the anticipated time and date of arrival by separate communication at least 24 hours in advance, (or immediately on dispatch if transit time is less than 24 hours) of the

arrival of the shipment. This notification shall be addressed to the appropriate organizational entity and not to an individual. Request that the consignee activity (including a military transshipping activity) notify the consignor of any shipment not received within 48 hours after the estimated time of arrival indicated by the consignor.

- e. In addition, the contractor shall annotate the BL:

“CARRIER TO NOTIFY THE CONSIGNOR AND CONSIGNEE (Telephone Numbers) IMMEDIATELY IF SHIPMENT IS DELAYED BECAUSE OF AN ACCIDENT OR INCIDENT. IF NEITHER CAN BE REACHED, CONTACT (Enter appropriate HOTLINE Number). USE HOTLINE NUMBER TO OBTAIN SAFE HAVEN OR REFUGE INSTRUCTIONS IN THE EVENT OF A CIVIL DISORDER, NATURAL DISASTER, CARRIER STRIKE OR OTHER EMERGENCY.”

**5-409. CONFIDENTIAL Transmission by Commercial Carrier.** CONFIDENTIAL material may be shipped by a CSA or GCA-approved commercial carrier. For DoD contractors a commercial carrier who is authorized by law, regulatory body, or regulation to provide the required transportation service shall be used when a determination has been made by the Military Traffic Management Command (MTMC) that the carrier has a tariff, government tender, agreement, or contract that provides Constant Surveillance Service. Commercial carriers may be used only within and between the 48 contiguous states and the District of Columbia or wholly within Alaska, Hawaii, Puerto Rico, or a U.S. possession or trust territory. An FCL is not required for the commercial carrier. The contractor, as consignor, shall:

- a. Utilize containers of such strength and durability as to provide security protection to prevent items from breaking out of the container and to facilitate the detection of any tampering with the container while in transit;
- b. For DoD contractors indicate on the BL, “Constant Surveillance Service Required.” In addition, annotate the BL as indicated in 5-408e.
- c. Instruct the carrier to ship packages weighing less than 200 pounds gross in a closed vehicle or a closed portion of the earner’s equipment.

#### **5-410. Use of Couriers, Handcarriers, and Escorts.**

Contractors who designate cleared employees as couriers, **handcarriers**, and escorts shall ensure that:

- a. They are briefed on their responsibility to safeguard classified information.
- b. They possess an identification card or badge, which contains the contractor’s name and the name and a photograph of the employee.
- c. The employee retains classified material in his or her personal possession at all times. Arrangements shall be made in advance of departure for overnight storage at a U.S. Government installation or at a cleared contractor’s facility that has appropriate storage capability, if needed.
- d. If the classified material is being handcarried to a classified meeting or on a visit an inventory of the material shall be made prior to departure. A copy of the inventory shall be carried by the employee. On the employee’s return to the facility, an inventory shall be made of the material for which the employee was charged. If the material is not returned, a receipt shall be obtained and the transaction shall be recorded in the dispatch records. A receipt is not required for CONFIDENTIAL material.

**5-411. Use of Commercial Passenger Aircraft for Transmitting Classified Material.** Classified material may be handcarried aboard commercial passenger aircraft by cleared employees with the approval of the FSO. The contractor shall adhere to the procedures contained in FAA Advisory Circular (AC 108-3), “Screening of Persons Carrying U.S. Classified Material.” A copy of AC 108-3 is available from the CSA.

- a. **Routine Processing.** Employees handcarrying classified material will be subject to routine processing by airline security agents. Hand-held packages will normally be screened by x-ray examination. If air carrier personnel are not satisfied with the results of the inspection, and the prospective passenger is requested to open a classified package for visual examination the traveler shall inform the screener that the carry-on items contain U.S. Government classified information and cannot be opened. Under no circumstances may the classified material be opened by the traveler or air carrier personnel.

b. **Special Processing.** When routine processing would subject the classified material to compromise or damage; when visual examination is or may be required to successfully screen a classified package; or when classified material is in specialized containers which **due** to its size, weight, or other physical characteristics cannot be routinely processed, the contractor shall contact the appropriate air carrier in advance to explain the particular circumstances and obtain instructions on the special screening procedures to **be** followed. .

c. **Authorization Letter.** Contractors shall provide employees with written authorization to **handcarry** classified material on commercial aircraft. The written authorization shall:

- (1) Provide the full name, date of birth, height, weight, and signature of the traveler and state that he or she is authorized to transmit classified material;
- (2) Describe the type of identification the traveler will present on request;
- (3) Describe the material being **handcarried** and request that it be exempt from opening;
- (4) Identify the points of departure, destination, and known transfer points;
- (5) Include the name, telephone number, and signature of the FSO, and the location and telephone number of the CSA.

**5-412. Use of Escorts for Classified Shipments.** A sufficient number of **escorts** shall be assigned to each classified shipment to ensure continuous surveillance and control over the shipment while in transit. Specific written instructions and operating procedures shall be furnished escorts prior to shipping and shall include the following:

- a. Name and address of persons, including alternates, to whom the classified material is to be delivered;
- b. Receipting procedures;
- c. Means of transportation and the route to be used;
- d. Duties of each escort during movement, during stops en route, and during loading and unloading operations; and

e. Emergency and communication procedures.

**5-413. Functions of an Escort.** Escorts shall be responsible for the following.

- a. Accept custody for the shipment by signing a receipt and release custody of the shipment to the consignee, after obtaining a signed receipt.
- b. When accompanying a classified shipment in an express or freight car, provide continuous observation of the containers and observe adjacent areas during stops or layovers.
- c. When traveling in an escort car accompanying a classified shipment via rail, keep the shipment cars under observation and detrain at stops, when practical and time permits, in order to guard the shipment cars and check the cars or containers locks and seals. The escort car (after arrangements with the railroad) should be **pre-positioned** immediately behind the car **used** for the classified shipment to enable the escort to keep the shipment car under observation.
- d. Maintain liaison with train crews, other railroad personnel, special police, and law enforcement agencies, as necessary.
- e. When escorting classified shipments via motor vehicles, maintain continuous vigilance for the presence of conditions or situations that might threaten the security of the cargo, take such action as circumstances might require to avoid interference with continuous safe passage of the vehicle, check seals and locks at each stop where time permits, and observe vehicles and adjacent areas during stops or layovers.
- f. When escorting shipments via aircraft, provide continuous observation of plane and cargo during ground stops and of cargo during loading and unloading operations. The escort shall not board the plane until after the cargo area is secured. Furthermore, the escort should preferably be the first person to depart the plane to observe the opening of the cargo area. Advance arrangements with the airline are required.
- g. Notify the consignor by the fastest means available if there is an unforeseen delay en route, an alternate route is used, or an emergency occurs. If appropriate and the security of the shipment is involved, notify the nearest law enforcement official.